



You can now apply for all *Land Act 1994* applications [online](#).

Part B – Form LA12

Allocate or purchase a Reservation in Title Application

Land Act 1994

Requirements

1. Use this application form to apply to allocate or purchase a reservation in title.
2. Please read the respective [Applying to allocate or purchase a reservation in title guide](#), which includes application restrictions. The content on this page may help you decide if this application form applies to you and your needs. It will also help guide you through the application process.
3. Payment of the prescribed Application fee per title reference. A refund of application fees will not be given. Details of fees are available on the [Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development](#) website or contact your nearest [business centre](#) call 13 QGOV (13 74 68).
4. [Part A online form](#): Contact and land details or Part A - [Contact and land details \(PDF\)](#) will need to be completed and submitted with your application.
5. Any additional information to support the application.
6. Your application will not be considered as having been properly made unless all parts of this application form have been completed accurately, otherwise your application may be returned to you to complete.

Important information

7. For detailed information and to ensure you complete the correct application form, we encourage you to arrange a prelodgement meeting and refer to the [Land Act 1994](#). Contact your nearest [business centre](#) to arrange a meeting
8. Read our [Public Purpose Reservation policy SLM/2013/480](#) before proceeding.
9. Except in the case of hardship or family transfer, a reservation won't be allocated to a subdivided lot unless it's needed for public purposes. If the reservation is no longer needed for public purposes, you'll need to purchase it before you subdivide.
10. If an owner of freehold land applies for purchase of a reservation for road purposes, and
 - If the adjoining road is a local road under the control of a Local Government, and/or
 - If the adjoining road is a road under the control of the Department of Transport and Main Roads,either or both of these authorities must be consulted to ascertain current or short term road expansion requirements before consideration is given to disposing of the reservation.
11. If your application to purchase the reservation is approved, you will be required to pay the market value of the area of land within the reservation. The valuation is determined by the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (the department).

Information and Data collection

12. Information on this form, and any attachments, is being collected to process and assess your application under sections 23A and 24 of the [Land Act 1994](#). If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of

application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.

13. Please note that we may wish to contact you to seek your views on our service, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type. Any participation will be voluntary and you may email stateland@nrmrdd.qld.gov.au if you do not wish for the department to contact you.
14. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
15. For further privacy information click [Privacy](#) or go to <<https://www.nrmrdd.qld.gov.au/legal/privacy>>.

Office
Use Only

Allocate or purchase a Reservation in
Title application



1. Are you the registered owner of the parcel subject to the reservation?

☐

Yes

go to 4

☐

No

go to 2

If no and subject to question 2, the application can only be considered if accompanied by a declaration from the registered owner stating that the applicant is acting as an agent on behalf of the registered owner.

2. Is the applicant a constructing authority?

☐

Yes

go to 3

☐

No

go to 4

3. Has the registered owner been notified of this application?

☐

Yes

go to 4

☐

No

Application cannot proceed

Required - evidence that the registered owner has been notified of the construction authority's intention to request the Department of Resources to re-allocate the reservation in title to an owner's/lessee's land as part of a particular action.

4. Is the application a result of subdivision or reconfiguration of a lot?

☐

Yes

go to 5

☐

No

go to 5

5. Is the application for:

☐

allocation of a reservation in title

go to 6

☐

purchase of a reservation in title

go to 9

6. Is the proposed subdivision in relation to the following:

☐

Family Hardship

go to 7

☐

Road alignment at the request of local government or Department of Transport and Main Roads

go to 8

☐

Minor Boundary adjustment relating to encroachments

go to 8

☐

Other

go to 8

Family hardship could include where an elderly person may need the support of a family member and that member's family, and due to local government restrictions, the land would need to be subdivided to enable a separate dwelling for that family.

7. Has a prior subdivision been successful in obtaining approval for allocating this Reservation in Title on the basis of either family hardship or action not instigated by the owner?	
☐ Yes	go to 8
☐ No	go to 8

8. Provide supporting documentation including a copy of registered plan and copy of proposed plan of subdivision or sketch plan (If there is insufficient space, please lodge as an attachment)	go to 9

9. Provide details of the purpose of the reservation e.g. drainage, tramway, rail, telegraph. (If there is insufficient space, please lodge as an attachment)	go to 10

10. Provide details of any additional information to support this application. (optional) (If there is insufficient space, please lodge as an attachment)	go to 11

Attachments

The following will need to be lodged with your application for it to be considered a properly made application. If all this information is not submitted, your application will be returned.

11. Tick the box to confirm the attachments for part of the application:

- ☐ Application Fee
- ☐ Part A online form – Contact and Land details or Part A – Contact and Land details (PDF)
- ☐ Copy of proposed plan of subdivision or sketch plan showing the allocation proposal, if applicable
- ☐ Evidence of pre-lodgement discussions with the department, if applicable
- ☐ Declaration from the registered owner stating that the applicant is acting as an agent on behalf of the registered owner, if applicable
- ☐ If claiming exemption from purchase on the basis of Family Hardship, copy of supporting Documentation, if applicable
- ☐ If application is made by a constructing authority provide evidence the registered owner has been notified of the application to allocate the Reservation in Title, if applicable
- ☐ For a reservation for road purposes, provide the views of the relevant local government (for a local road) or Department of Transport and Main Roads (for a State controlled road) and confirming if the reservation is required for road purposes in the immediate future

It is recommended that any attached plans, sketches or maps be of A4 or A3-size. Your application will not be considered as having been properly made, unless all parts of this application form are completed accurately. In this instance your application may be returned to you for completion.

Declaration

I certify that I have read the information, which forms part of this application and the information I have provided is true and accurate.

Signature of applicant (or their legal practitioner)

Date: / /

If applicant, section 142 of the [Land Act 1994](#) states a person is eligible to apply for, buy or hold land under the *Land Act 1994* if the person is an adult, that is, 18 years of age or over. If the legal practitioner of the applicant is signing as the applicant then the legal practitioner's full name must be printed immediately below the signature.